

Annual Internal Review

Board of Adjustment and Sign Review Board

This report covers the time period of 1/1/2013 to 12/31/2013

Mission Statement

The Board of Adjustment and Sign Review Board (the Board) mission is defined by Article 2. Purposes and Duties of the Bylaws which state:

(A) The purpose of the Board of Adjustment is to:

- (1) Hear and decide a request for a variance from the requirements of Chapter 25-2 (Zoning), except as otherwise provided by the Code;
- (2) Hear and decide an appeal of an administrative action under Chapter 25-2 (Zoning);
- (3) Hear and decide on a request for a variance from the requirements of airport zoning regulations under Section 241.034, Local Government Code; and
- (4) Perform other duties prescribed by ordinance or state law.

(B) The purpose of the Sign Review Board is to:

- (1) Hear and decide a request for a variance from requirements of Chapter 25-10 (Sign Regulations);
- (2) Exercise the power to revoke or suspend a sign registration under Section 25-10-236 (Revocation and Suspension); and
- (3) Advise the Council regarding Chapter 25-10 (Sign Regulations).

1. Board Actions

The following actions of the Board were taken during the period between January 1, 2013 and December 31, 2013 in support of the Board's mission.

A. Meetings:

There were a total of fourteen (14) meetings of the board during the reporting period.

1. The Board of Adjustment met with the Sign Review Board in "joint" sessions seven (7) times in support of purposes and duties (A) (1) and (B) (1) noted above.
2. The Board of Adjustment met without the Sign Review Board in "regular" session five (5) times in support of the purposes and duties (A) (1) noted above. At these five (5) meetings there were no sign review cases on the agenda.

3. The Board of Adjustment met for special called sessions two (2) times in support of purposes and duties (A) (2) noted above.

4. The Board of Adjustment did not hear any cases related to airport zoning regulations, (A) (3) noted above.

B. Variance Cases Heard:

1. The Board heard a total of 225 cases during the reporting period, an average case load of almost 19 cases per month. The Sign Review Board heard 17 cases during this period. Of the total 242 cases heard by the Board, 142 were new cases.

2. The deposition of the new cases was:	<u>B. of A.</u>	<u>SRB</u>
a. Cases where variances were granted	87	7
b. Cases where variances were denied:	18	4
c. Cases that were withdrawn	15	3
d. Cases that were postponed until after this reporting period	15	3

C. Special Exception Cases Heard

Of the total number of Variance cases, the Board of Adjustment heard seven (7) Special Exception cases of which five (5) were granted, one (1) was denied, and one (1) was postponed.

D. Interpretation Cases Heard:

There were three (3) Appeals of an Administrative Action/Interpretation cases that were heard by the Board in support of purposes and duties (A) (2).

E. Staff Presentations:

City of Austin staff made no presentations to the Board in support of the purposes and duties (A) (4) noted above during this period.

F. Board working groups:

No working groups were convened in 2013.

G. Members of the Board

The joint Board of Adjustment and Sign Review Board had the following members at the start of the reporting period

Board of Adjustment permanent members, seven (7)

Board of Adjustment alternate members, two (2)

Sign Review Board permanent members, one (1)

Sign Review Board alternates, none (0)

During the reporting period one permanent member left the Board and a new member was appointed by Council in 2014 to complete the Board seven permanent positions.

These appointments allow for the Board to meet its obligations for quorum at the meetings, which supports the purposes and duties of the Board.

H. Election of officers

The election of permanent officers was held at the October 2, 2013 meeting.

The election of permanent officers allows for the Board to meet its obligation for the orderly conduct of its meetings in support of the purposes and duties of the Board.

2. Board's actions comply with the Mission Statement

All official actions of the Board are consistent with the purposes and duties set out in the Board's Bylaws which constitute our mission statement.

3. Boards goals and objectives for the 2013 reporting period

All goals and objective of the 2013 reporting period were met except the objective "A. Finalize working group recommendation on application submittal materials required." This is an ongoing process which has yet to be completed.

4. Boards goals and objectives for the 2014 reporting period

- A. Finalize working group recommendation on application submittal materials required.
- B. Maintain standards for granting variances that meet the findings of fact.
- C. Conduct meeting in a fair and impartial manner for all parties.
- D. Work with staff as needed with regard to regulatory issues.
- E. Make recommendations to the City Council on improving the variance process.

End of Annual Internal Review